

City of Kingston Purchasing Department
RFP#: CK-EDSP-2014-001
BROWNFIELD OPPORTUNITY AREA STEP 3
CONSULTANT SERVICES
For the KINGSTON ECONOMIC DEVELOPMENT OFFICE

REQUEST FOR PROPOSALS



CITY KINGSTON NEW YORK

RFP Release Date: Monday, April 28, 2014
Proposals Due: Thursday, May 22, 2014 at 11:00am local time.

It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. LATE PROPOSALS will NOT be considered.

Send a clearly marked original and five (5) copies of each proposal. One copy of the proposal in digital format (pdf preferred) is also requested, if possible. Please use the above RFP number on all correspondence.

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

Shayne R. Gallo
John Tuey

Mayor
Comptroller

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Brian J. Woltman
Gregg Swanzey

Purchasing Agent
Director, Economic Development & Strategic Partnerships

The Term

The award term shall be for **Twenty months** commencing on **July 1, 2014** and expiring on **March 6, 2016**. A longer award term will not be considered.

RFP Contact Person

The Contact person for this project is Gregg Swanzey. All substantive RFP questions and/or inquiries should use the attached question form and be directed to him. He may be reached at:

Telephone: (845) 334-3962

Email: gswanzey@kingston-ny.gov

Website: www.kingston-ny.gov/EcoDev

Proposals Due Date

All proposals must be delivered to the office of the City of Kingston Economic Development Office by **Thursday, May 22, 2014 at 11:00am local time** after which they will be publicly opened. No proposals shall be accepted or considered after that time. It is the responsibility of each Proposer to ensure that their proposal arrives on time.

RFP submissions shall be in a sealed envelope addressed to:

City of Kingston
Office of Economic Development & Strategic Partnerships
420 Broadway
Kingston, NY 12401

On face of said envelope the following information shall be included:

- 1) NAME AND ADDRESS OF PROPOSER
- 2) NAME OF RFP

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SECTION I: ADMINISTRATIVE INFORMATION

1.0 Background

The City of Kingston (the “City”), as Contractor to the NYS Department of State (DOS), is seeking an interdisciplinary Consultant or team of Consultants (the “Consultant”) to produce a Brownfield Redevelopment Implementation Plan, a Final Generic Environmental Impact Statement (FGEIS) and a Market Conditions Update for the Implementation Strategy of the Kingston Brownfield Opportunity Area (BOA) as shown on the attached map. Funding is provided through the New York State Department of State (DOS) and local match sources.

Grant requirements are placed on the City of Kingston by the NYS Department of State (DOS) for this effort. The City and Consultant will be responsible for meeting all state requirements and tasks listed herein.

The BOA study area located on the Rondout Waterfront in the City of Kingston has benefitted from significant planning and implementation efforts to date. The City of Kingston adopted a Local Waterfront Revitalization Plan (LWRP) in 1992, and a LWRP Implementation Plan (LWRIP) in 2003. The LWRIP was developed with significant public input and involved area residents, business owners, property owners, governmental agencies and advocacy groups. The LWRIP sets and advances goals and objectives for waterfront redevelopment along the Rondout Creek and Hudson River waterfronts in the City of Kingston.

In addition there is a completed BOA Step 2 Report and several other waterfront related planning and design documents that are available to provide a foundation for this work. This BOA funding will be utilized to advance these plans to a finer level of detail and complete a full GEIS for the project area. Reference documents that support this effort include, but are not limited to:

- BOA Step 2 Documents
- Kingston Tidal Waterfront Flooding Task Force Recommendations
- Kingston Point Rail Trail Engineering Study
- Revitalizing Hudson Riverfronts
- Army Corps of Engineers Harbor Management Plan
- Rondout Parking Feasibility Study
- Local Waterfront Revitalization Plan
- Local Waterfront Revitalization Implementation Plan (LWRIP)
- Urban Cultural Parks (Heritage Area) Plan
- Hudson Landing FGEIS
- Historic Kingston Waterfront Plans
- Ferry Feasibility Study
- Environmental Site Assessments
- Trolley Electrification Feasibility Study
- East Strand Stormwater Management Analysis
- Tidal Rondout Watershed Management Plan

Digital versions of these documents are available through links on the City of Kingston website at <http://www.kingston-ny.gov/EcoDev>

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Since adoption of the LWRIP, significant progress has been made by both the public and private sectors toward the revitalization of the waterfront. Several private developers have purchased key parcels along the Rondout waterfront including a former auto recycling yard, a former oil tank farm, an historic waterfront building and a man-made peninsula known as Island Dock, to name a few.

An auto recycling yard has been cleared, as has the oil tank farm; several Brownfield Clean-Up Agreements have been negotiated with the New York State Department of Environmental Conservation and concept planning for the property has begun.

On the public side, the City of Kingston invested over \$2 million in upgrades and process improvements at the City's wastewater treatment plant to minimize odors and improve capacity. New parking facilities were constructed, a new median was built on East Strand, and a portion of bulkhead was reconstructed. These projects were, in large part, made possible by the City's partnership with the New York State Department of State which provided technical expertise as well as matching grant funding for design and construction.

This project is funded, in part, through the New York State Department of State (DOS) Office of Planning and Development with state funds provided through the Brownfield Opportunity Areas Program. The Consultant must comply with all requirements of this grant along with other federal and state agencies as noted.

1.1 Project Description

The City intends to develop a Brownfield Implementation Strategy for an approximate 70-acre area characterized with several known or potential brownfield sites that are located in the Rondout/Ponckhockie waterfront. The primary community development revitalization objectives to be achieved by this project include: brownfield remediation; redevelopment of sites with waterfront oriented uses that will create jobs and tax ratables; maintaining the connection between the nearby neighborhoods and increasing public access to the waterfront.

The City will retain a consultant to help create a clear, comprehensive implementation strategy for the Rondout Waterfront BOA. Specifically, the Implementation Strategy will help direct the efforts of the City on both a micro (site-specific) and macro (area-wide) level to:

- Focus resources on several selected strategic sites along East Strand and Dock Street that will be particularly catalytic to revitalization of the downtown area.
- Evaluate land use, development, and design recommendations for these catalytic sites against the community's vision, the development and economic realities of the study area, and the environmental conditions on those sites.
- Further develop the concepts for the physical and visual connection of the rest of the City and the Rondout waterfront that will be crucial in "pedestrianizing" the downtown and linking these catalytic sites.
- Develop conceptual plan alternatives for additional open space opportunities in the downtown, especially on Island Dock and the eastern end of East Strand to the lighthouse, Kingston Point Park and Hudson Landing.
- Develop a retail marketing plan and strategy that highlights the downtown and the potential for redevelopment in order to spur additional investment, especially in light of the additional capacity to support water-related uses and businesses.
- Examine other area-wide actions that will improve the appearance and access to and in the downtown from the adjacent communities and via the Hudson River.

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In order to accomplish this, a scope of work has been developed that indicates specific tasks to be undertaken as part of the project. The City of Kingston and the New York State Department of State are undertaking this action with the expectation that the finished product will include:

1. A Brownfield Redevelopment Implementation Strategy with recommendations on the necessary tasks to be completed to achieve the redevelopment of the Brownfield Sites as well as documentation needed for a Final BOA Designation.
2. A completed and accepted Final Generic Environmental Impact Statement that analyzes the components identified later in this Request for Proposals
3. An Economics and Market Trends Analysis that will provide an updated and current analysis of the work done for the previous Brownfield Opportunity Area Steps

The Implementation Strategy will provide a description of the techniques and actions to implement the area-wide plan, and compliance with the New York State Environmental Quality Review Act (SEQRA) regulations. Key project objectives include:

1. Defining future or end land uses for all underutilized sites and brownfields in coordination with private owners, with an emphasis on future land uses for strategic sites;
2. Describing implementation techniques and projects to accelerate desired redevelopment on strategic sites and to revitalize the community;
3. Researching and describing potential management structures, including the potential of a Rondout Waterfront Development Corporation, to ensure implementation of the Brownfield Opportunity Area Plan; and,
4. Developing marketing materials and strategies to aid in leveraging resources, to redevelop strategic sites and other necessary improvements to revitalize the community.

Project Management and Responsibilities

The Consultant will support the City in meeting its responsibilities under the terms of the DOS grant as follows. The City:

- will be responsible for conducting all project work in conformance with the Work Plan referenced in the executed contract with DOS.
- will be responsible for all project activities including drafting request for proposals and managing contracts with Consultants.
- will certify to DOS that the procurement for project Consultants and was achieved through a competitive process.
- will receive approval from DOS for any and all Consultant contracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep DOS informed of all important meetings for the duration of the contract.
- will receive approval from DOS before purchase of any equipment.
- will ensure that all products prepared as a part of this work plan shall include the NYS Comptroller's Contract # as indicated on the Face Page of this Agreement.
- will ensure the project objectives are being achieved.

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- will ensure that comments received from DOS, other agencies, and the project steering committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to Consultants covering work carried out or products produced prior to receiving approval from DOS and will not be reimbursed unless and until DOS finds the work or products to be acceptable.
- will participate, if requested by DOS, in a training session or sessions focused on developing and implementing revitalization strategies.

The Consultant should aware that the Department of State:

- will review and approve or disapprove of subcontracts between the City and Consultant(s) and any other subContract(s).
- will participate in initial project scoping and attend meetings that are important to the project.

1.2 Component Tasks

In responding to this RFP for the projects listed above, the selected Consultant(s) will be responsible for meeting the City's obligations in its grant agreement with the New York State Department of State. This includes all the Tasks that are not specifically the direct responsibility of the City, as follows:

Task 1: Project Startup

A. Project Scoping Session with Selected Consultant

The City, DOS, and the Consultant shall hold an initial meeting to review project and contract requirements, site conditions and to transfer any information to the Consultant which would assist in completing the project. Topics shall include but are not limited to the following:

- project scope
- study area boundary
- community participation and visioning process
- project goal and objectives
- existing relevant information (maps, reports, etc.)
- B.O.A. Nomination report
- access to information on past or current projects related to the NYS Brownfield Cleanup Program, the Environmental Restoration Program, the Volunteer Cleanup Program, Superfund, and petroleum spills, including DEC's on-line databases, GIS maps, site summary sheets for key projects, etc.
- responsibilities of the participants (City, Consultant, and DOS)
- work required with the Army Corps of Engineers and other agencies to study maritime and marine issues
- role of engineer working on flooding, stormwater systems and related issues
- time frames and deadlines
- SEQRA requirements
- expected products

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Product: The City shall prepare a brief meeting summary to clearly indicate the agreements/understandings reached at the meeting.

B. Project Outline

The Consultant shall provide to the City and DOS a project outline that reflects the outcome of the project scoping meeting and guides the preparation of the Implementation Strategy. The City and DOS shall review the project outline and comment. The Consultant shall revise the project outline to reflect the comments made by the City and DOS.

Product: Approved project outline completed and distributed to scoping participants.

Task 2: Interagency Workshops

The Consultant will be requested to prepare for and participate in interagency workshops with appropriate local, county, state, and federal agencies. Interagency workshops/meetings may be conducted to: improve communication and understanding among the agencies about the City's community vision, and project objectives and needs; gain an improved understanding of various government programs, services, and potential financing (grants and loans) that could be beneficial to advancing the plan; obtain support from government agencies for permitting, technical assistance, and financing; coordinate government agency actions; and foster the redevelopment process.

Product: Workshop participation and associated preparation.

Task 3: Community Participation

The Consultant, in collaboration with the City, shall describe, or cause to be described, the community outreach methods and techniques that will be used to ensure public participation throughout the course of preparing the Implementation Strategy. Community and public participation should occur early and consistently in the process through informational meetings, workshops, project presentations, and public education.

The Consultant shall provide DOS with a minimum of two (2) weeks advanced notice of all public proceedings relative to the public participation process. Public participation shall include, at a minimum:

- the use of a local steering committee to guide the plan's preparation;
- the preparation, update and maintenance of a community contact list that includes the names, addresses, telephone numbers, and e-mail addresses of individuals and organizations with a stake in the proposed action to be used on a regular basis to keep the contacts informed of progress on the plan;
- the presentation/review of the draft Nomination, and review of the community's vision statement, goals and objectives, existing conditions; strategic brownfield sites, and the analysis and findings; and

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- a public presentation and informational meeting on the draft Implementation Strategy that describes, and allows feedback on, establishing future uses and implementation techniques for revitalization.

Community and public outreach should serve to inform the public about the project and serve as a means for the public to participate in forming the plan and implementation mechanisms, thus ensuring community understanding and support. The Consultant shall submit the community and public participation outline to DOS for review and approval.

Product: An approved outline and summary description of the community participation plan.

Task 4: Implementation Strategy

The Consultant shall complete the following tasks and products that comprise the draft Implementation Strategy (to be presented as Section 4) and SEQRA Compliance (to be presented as Section 5) of the BOA Plan.

The Implementation Strategy shall include a description of the specific techniques that will be used to ensure the plan's objectives for the proposed BOA and strategic brownfield sites are achieved. The description shall include the specific techniques, range of projects, local management structure, and other actions that are necessary to achieve the desired revitalization objectives in the proposed BOA, with actions categorized and described in priority order to include the short-, intermediate-, and long-term private and public actions, and investments necessary to redevelop the area or achieve the desired changes. The Consultant shall also describe, or cause to be described the time-frame and schedule for when actions will be taken, their estimated cost, the responsible entity, and potential funding sources.

A. Definition and Description of Future Land Uses for all Sites

The Consultant shall prepare a description of the most appropriate range of future land uses for the entire Brownfield Opportunity Area and individual strategic sites based on the area-wide analysis, including the economic and market trends analysis, community outreach and informational meetings, consultations with government agencies, and discussions with private-sector interests. A description of the anticipated use of groundwater in the Brownfield Opportunity Area shall also be included.

Future land uses should be described in terms of, including but not limited to, residential, commercial, retail, industrial and manufacturing; parks, marine uses; dedicated open space; and cultural and institutional uses. The narrative shall also include a description of the range of improvements necessary to establish the desired future uses in terms of supporting infrastructure, utilities, transportation systems, parking lots or garages, and any other associated improvements or upgrades.

Map Requirements - The description of future uses will include a *Proposed Land Use Map* for the entire study area. The description shall also include a *Redevelopment Opportunity Context Map* that shows the relationship of each redevelopment site within the study area.

Reuse of Strategic Sites: Cost-Benefit Scenario

In order to efficiently utilize resources, an important element of the scope of work is to focus detailed activities on a few selected catalytic strategic sites.

A description of the specific land use alternatives for the most strategic sites that are the highest priority for redevelopment. The land use alternatives shall be based upon the area-wide analysis, discussions with private owners and the most recent environmental information available. For specific strategic sites, descriptions shall include:

- the range of most appropriate and realistic land uses;

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- the economic benefits (in terms of tax revenues, jobs created, and associated economic generators);
- the approximate costs (such as acquisition, remediation, and redevelopment) to the community or private sector that are associated with establishing the desired future land uses;
- the necessary or desired range of improvements needed to support the proposed development alternatives, such as improvements to transportation systems, infrastructure and utilities, and improving environmental conditions (such as containing runoff through grading or drainage structures);
- the magnitude of overall costs for comparative purposes;
- associated issues and impacts; and,
- overall advantages and disadvantages.

Map Requirement - The description of strategic sites shall include a Proposed Land Use Map for Strategic Sites.

Design Alternatives and Illustrations for Strategic Sites

The Consultant shall prepare a description of site plan design alternatives for strategic sites to demonstrate where identified end-land uses including buildings, structures, locations or points of vehicular and pedestrian ingress and egress, associated parking areas, landscaping, walkways, and site drainage could be located.

Illustration Requirement - The description shall include *Schematic Site Plan Design Layouts for Strategic Sites*.

B. Land Use Implementation Techniques to Ensure Desired Land Uses Materialize

The Consultant shall prepare a description of the techniques that will be used to achieve desired end land uses. Techniques may include but are not limited to the following:

Zoning and Other Local Laws

Describe the need for new, or necessary revisions to existing, zoning, site plan review and any other local laws to ensure desired end land uses in the proposed BOA and on strategic sites. Proposed local zoning regulations must be consistent with the proposed or intended uses for the BOA and strategic sites.

Map Requirement - The description of zoning and other local laws shall include a *Proposed Zoning Map*.

New or Modifications to Existing Economic Districts or Designations

If necessary, the need to create new, or to modify existing, districts or designations intended to spur investment, redevelopment, and revitalization such as Community Development Areas, Business Improvement Districts or other potential area or sub-area designations.

Map Requirement - The location of new, or modifications to existing, economic districts or zones shall be shown, if practical, on the *Proposed Zoning Map*.

Design Standards and Guidelines

Any design standards and guidelines necessary to ensure that future development and associated building structures will be compatible with the site, adjacent land use, and overall community character.

Graphics and Illustrative Materials

Conceptual plans, elevation drawings, section drawings, perspective drawings to convey to municipal leaders, community based organizations, residents, and investors how strategic sites, streetscapes and other areas of interest have the potential to appear after development or improvements are completed.

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C. Implementation Projects

The Consultant shall describe specific, realistic projects to revitalize the proposed Brownfield Opportunity Area, including, but not limited to:

Construction Ready Projects

Specific construction projects that appear to be feasible and are likely to be implemented to revitalize the Brownfield Opportunity Area, including, but not limited to:

- Redevelopment Projects (to establish a range of desired uses or businesses);
- Transportation Improvement Projects (road, bus or rail terminal, bike path, etc.);
- Infrastructure and Utility Improvement Projects (water, sewer, light district, etc.);
- Public Improvement Projects (esplanades, plazas, parks, trails, piers, etc.); and,
- Environmental Improvement Projects (wetland or habitat restoration, litter removal, water quality improvements, etc.).

Preconstruction Activities

Preconstruction activities necessary to lead to **Construction Ready Projects** in the Brownfield Opportunity Area, including, but not limited to: conceptual design, final design, construction documents, bid documents, and permitting; environmental impact assessments and declarations; remedial investigations, action plans, and site clean-ups; title searches, land surveys, and land acquisition; archeological investigations; engineering assessments of infrastructure and buildings or structures; and site preparation, including clearance or removal of debris and obsolete structures.

Studies, Reports, Investigations, or Feasibility Assessments

Studies, reports, investigations or initial feasibility assessments necessary to address an issue or to advance projects in the Brownfield Opportunity Area, or to lead to **Preconstruction Activities** and **Construction Ready Projects** mentioned above.

Map Requirement - The description shall include a *Proposed Projects Map* that shows the location of all projects that can readily be shown on a map and that are described above.

D. Local Management Structure to Implement BOA

The Consultant shall identify the designated agency and administrator that will be responsible for the overall management and coordination of the BOA and serve as the primary sponsor to lead and advance implementation projects. Such agency may include, but is not limited to: department of economic development or planning, community development agency, industrial development agency, local development corporation, and municipal development authority.

E. Regional, State, and Federal Actions and Programs for Implementation

The Consultant shall outline the actions and programs at the local, county, state and federal levels necessary to achieve the specific objectives identified in the Brownfields Opportunity Area Nomination. Types of assistance may include technical assistance, financial assistance, permitting, and direct actions undertaken by an agency, such as road or park construction.

Product:

A complete narrative of the Implementation Strategy and all required maps, as described in Task 4 above. This narrative and associated maps will be presented in the draft Implementation Strategy as Section 4. SEQRA - Section 4 shall satisfy Generic Environmental Impact Statement content requirements by including a description of:

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Potential Significant Adverse Environmental Impacts - A statement, evaluation, and description of the potential significant adverse environmental impacts [6 NYCRR Section 617.9 (b)(5)(iii)(a-h)].

Mitigation Measures - A description of mitigation measures, including performance standards, conditions and impact thresholds [6 NYCRR Section 617.9 (b)(5)(iv)].

The Range of Reasonable, Alternatives to the Proposed Action - A description and evaluation of the range of reasonable alternatives to the action that are feasible, considering the objectives and capabilities of the program. A description of the no action alternative must be included [6 NYCRR Section 617.9 (b)(5)(v) and Section 617.10 (a)].

F. Local Implementation Laws and Measures

The Consultant shall draft all local laws, regulations, standards, and other measures necessary for the implementation of the BOA Plan, as identified in Task 1. A copy of such implementation measures shall be provided to DOS for review and comment.

Product: All local laws, regulations, standards, and other measures necessary for the implementation of the BOA Plan.

G. NYS Environmental Quality Review Act Compliance

The Consultant shall provide a description of the significant steps and procedures that have been taken to comply with SEQRA while developing the BOA Plan; the designated Lead Agency and a description of the process to declare Lead Agency; the completed environmental assessment forms; and the Determination of Significance regarding the proposed action.

Product: A complete narrative describing how the requirements of the NYS Environmental Quality Review Act have been fulfilled and complied with.

Task 5: State Environmental Quality Review

The Consultant shall prepare all documents necessary to comply with the State Environmental Quality Review Act. It is expected that a positive determination will be made, a scoping session shall be conducted and a Generic Environmental Impact Statement shall be prepared.

A. Environmental Assessment Form

As early in the process as practicable, the Consultant shall complete Part 1 of the full Environmental Assessment Form (EAF). The Consultant or the City shall submit Part 1 of the full EAF to the appropriate municipality.

Product: Completed Part 1 of the full Environmental Assessment Form.

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B. Lead Agency

The municipality shall circulate the completed Part 1 of the full EAF and request lead agency status under the State Environmental Quality Review Act (SEQRA). With regard to SEQRA, the municipality and DOS are involved agencies, since the Brownfield Opportunity Area will be designated by the New York State Secretary of State, and will be locally adopted.

Product: Completed Environmental Assessment Form and letter requesting lead agency status.

C. Determine Significance

Within twenty (20) days of designation of lead agency, or within twenty (20) days of receipt of sufficient information, the lead agency shall make a Determination of Significance. If determined by the Lead Agency that the proposed BOA will have a significant adverse environmental impact, a Positive Declaration must be prepared and a Generic Environmental Impact Statement will be required OR if determined by the Lead Agency that the proposed BOA will not have a significant adverse environmental impact, a Negative Declaration must be prepared. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary.

Product: State Environmental Quality Review Act Determination of Significance filed.

D. Scoping Session

If a positive determination is made, the lead agency shall initiate a scoping session by providing a draft scope to all involved agencies, and, based on comments received during the scoping session, shall, within sixty (60) days of the scoping session, provide a final scope of issues to be addressed in the draft GEIS.

Product: Written scope of issues to be addressed in the draft GEIS.

E. Draft Generic Environmental Impact Statement

The Consultant shall prepare a complete Draft Generic Environmental Impact Statement (DGEIS). This will include an analysis of existing conditions, significant adverse impacts for the proposed build-out scenario and an evaluation of all reasonable alternatives among other requirements. The DGEIS may include an assessment of specific impacts if such details are available.

Product: Complete DGEIS accepted as adequate for review.

F. SEQRA Notices

Within forty-five (45) days of completion, and upon approval, of the DGEIS, the Lead Agency shall prepare and publish a Notice of Completion of the Draft Generic Environmental Impact Statement. If a public hearing is to be held, the Lead Agency shall publish a Notice of Public Hearing.

Product: SEQRA notices.

G. Final Generic Environmental Impact Statement

The Consultant shall prepare a Final Generic Environmental Impact Statement (GEIS). The Final GEIS shall consist of the DGEIS, a summary of substantive comments received and the lead agency's responses to all substantive comments.

Product: Complete Final GEIS

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H. Notice of Completion of Final Generic Environmental Impact Statement

Upon completion of the Final GEIS, the Lead Agency shall publish a Notice of Completion of the Final GEIS.

Product: Published Notice of Completion of the Final GEIS.

I. SEQRA Findings

No less than ten (10) days after publishing the Notice of Completion of the Final GEIS, the Lead Agency shall prepare SEQRA Findings which consider the relevant environmental impacts presented in the GEIS, and weigh and balance them with social, economic and other essential considerations.

Product: SEQRA Findings.

Task 6: Completion, Approval and Distribution of the BOA Plan

A. Draft Brownfield Opportunity Area Plan and revised Executive Summary

The Consultant shall prepare a draft Brownfield Opportunity Area Plan (Nomination and Implementation Strategy with a revised Executive Summary) inclusive of, or referencing appropriate sections of, the draft Generic Environmental Impact Statement (GEIS). The revised Executive Summary shall include, in no more than fifteen (15) pages, the following:

- project overview and description, including the study area boundary;
- the community's vision for the study area including primary goals and objectives;
- community participation techniques;
- existing land use and key features;
- economic and market trends;
- key study area findings and redevelopment opportunities based on the analysis;
- proposed land use for the entire study area, including strategic sites;
- land use implementation techniques;
- proposed projects for revitalization;
- local management structure; and,
- regional, State and federal actions and programs for implementation.

The draft document shall be submitted to DOS for review and comment. The Consultant must submit five copies of the draft BOA Plan, including three paper copies and two electronic copies, consistent with Attachment B. No further copies of the draft plan will be printed or distributed prior to review and approval by DOS.

Product: Draft BOA Plan, inclusive of the GEIS, and revised Executive Summary

B. Print and Distribute Draft BOA Plan

Upon receipt and acceptance by DOS of the draft BOA Plan and DGEIS, the Consultant shall provide the City with 10 copies of the approved document for distribution and review by local, State, federal and agencies. The exact number of copies required shall be determined by DOS in consultation with the Consultant. 10 paper copies and 5 electronic copies shall be submitted consistent with Attachment B. All agencies shall have 60 days to comment on the draft document. Such 60-day period shall correspond with the SEQRA review process for the draft GEIS.

Product: Copies of the draft BOA Plan and D GEIS.

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C. Consultation on Comments Received

Upon completion of the 60-day review period, the Consultant shall consult with the City and DOS to discuss the nature and scope of responses to comments received. Comments received shall be addressed in the Final BOA Plan and the Final GEIS, as appropriate. The subConsultant shall prepare and distribute a letter summarizing points of agreement regarding the nature and extent of revisions to the BOA Plan and GEIS.
Product: Letter summarizing points of agreement from consultation.

Task 7: Final Brownfield Opportunity Area Plan

A. Preparation of the draft Final Brownfield Opportunity Area Plan

Based on comments received during the review period, the Consultant shall prepare a draft final BOA Plan (Nomination and Implementation Strategy) and revised Executive Summary. The final BOA Plan will include the Final Generic Environmental Impact Statement. The draft final document shall be submitted, along with a "redline/strikeout" version for comparison purposes, to DOS for review and comment, consistent with Attachment B.

No further copies of the draft Final BOA Plan (Nomination and Implementation Strategy) shall be printed or distributed prior to review and approval by DOS.

Product: Draft final BOA Plan and Final GEIS for review and approval.

B. Designation of the Brownfield Opportunity Area

Upon the City and DOS receipt and acceptance of the Final BOA Plan, and following local adoption of the Plan and local implementation measures (laws, regulations, etc.), as appropriate, the City shall request designation of the Brownfield Opportunity Area.

Product: Final BOA Plan and request for designation, and, as appropriate, certified legislative resolution adopting the BOA Plan and certified copies of adopted local laws.

C. Print and Distribute BOA Plan

Upon designation of the Brownfield Opportunity Area, the Consultant shall provide the City with 30 paper copies and 5 electronic copies of the approved document for distribution. The exact number of copies required shall be determined by DOS in consultation with the Consultant. The exact number of copies required shall be determined by DOS in consultation with the Consultant.

Product: Copies of the BOA Plan.

D. Web Posting of Executive Summary

Upon designation of the Brownfield Opportunity Area, the Consultant shall provide an Executive Summary in html or PDF format for the posting on DOS web site. The Executive Summary shall include, in no more than fifteen (15) pages, the following:

- project overview and description, including the study area boundary;
- the community's vision for the study area including primary goals and objectives;
- community participation techniques;
- existing land use and key features;
- economic and market trends;
- key study area findings and redevelopment opportunities based on the analysis;
- proposed land use for the entire study area including strategic sites;
- land use implementation techniques and incentives;

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- proposed projects for revitalization;
- local management structure;
- regional, State and federal actions and programs for implementation; and,
- key maps and graphics supporting the narrative description.

Product: Executive summary of the final BOA Plan in html or PDF format

E. Marketing Brochure

The Consultant shall produce in conjunction with private property owners, a high quality marketing brochure to serve as a marketing and promotional piece to build public and private support for revitalization of the Brownfield Opportunity Area. Such brochure shall summarize the plan's objectives, and describe planned projects, including public-sector and private-sector roles, investments, and responsibilities, to revitalize the area and to achieve BOA objectives. The marketing brochure shall include a map of the study area that shows the location of key projects and improvements in the study area.

Product: Marketing brochure describing the plan's revitalization objectives and key projects.

Task 8: Project Reporting

The Consultant shall provide necessary information to support the City in its submissions for DOS semi-annual reports, including the extent of work accomplished, any problems encountered, and any assistance needed.

Products: Semi-annual reports during the life of the contract.

1.3 Project Inquiries

All inquiries must be written and submitted by e-mail and cite the RFP section in question (see form attached). All answers to substantive questions will be provided to all inquirers. Inquiries should be directed to:

Gregg Swanzey, Director
Office of Economic Development & Strategic Partnerships
City of Kingston
420 Broadway
Kingston, New York 12401
gswanzey@kingston-ny.gov

1.4 Schedule of Project Dates

ADVERTISEMENT AND RELEASE OF RFP	<u>April 28, 2014</u>
SUBMISSION OF PROPOSALS	<u>May 22, 2014</u>
PROPOSER INTERVIEWS	<u>Week of June 2, 2014</u>
AWARD OF CONTRACT	<u>June 16, 2014</u>
COMPLETION OF DRAFTS	<u>No later than October 15, 2015</u>
COMPLETION OF FINAL REPORTS	<u>No later than January 15, 2016</u>
COMPLETION OF WORK	<u>No later than March 6, 2016</u>

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1.5 Presentation by Proposers

Qualified Proposers may be asked to make a presentation to the Committee. The Committee will require that all key managerial personnel, as well as key personnel working on the project be in attendance at the proposal presentation. The presentations will be made to provide the Committee with an opportunity to obtain an understanding of:

1. The extent of the firm's depth of knowledge of the subject matter of the RFP and the firm's perception of what the Committee requires;
2. Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective; and
3. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project.

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SECTION II - PROGRAM BACKGROUND AND SPECIFICATIONS

2.0 Selection Criteria

Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. Evaluation will be performed to determine the Proposer's understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP Components, cost reasonableness, the probable cost to the City, and ranking with competing Proposer's.

The selection of a Consultant for this effort will be based on the following criteria:

- Demonstrated ability to perform the proposed services
- Technical merit and applicability of the methodologies , analyses and procedures proposed for accomplishing the project
- Ability to complete the project within the time frame described in the RFP
- The cost of the work plan as compared with the proposed budget. Proposers must break down each task in the Scope and assign a detail of cost for the action including personnel costs and reimbursable expenses
- Quality and clarity of the Proposal and a demonstrated understanding of the project objectives.
- Qualifications and relevant experience with respect to the tasks to be performed, including BOA Step 2 and 3 experience.
- Reputation among previous clients.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration. The Consultant will be selected by the City subject to approval by DOS.

In addition, the Proposing Firm or Team should:

1. Demonstrate ability to perform the proposed services and show experience with preparing BOA reports for Nomination and other related work;
2. Provide a minimum of three references for similar projects including name, address, phone, description of the project, the names of the employees or subConsultants who worked on the project and methodology used;

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3. A staffing plan for the project, including resumes and a description of the experience of the person or subConsultant has had through work on similar projects;
4. Description of completed projects, which have similar scopes and methodologies. Sample reports from previous projects would be helpful;
5. Technical merit and applicability of the methodologies, analyses and procedures proposed for accomplishing the project.
6. Ability to complete the project within the time frame described in this RFP.
7. Quality and clarity of the proposal and a demonstrated understanding of the project objectives.

In consultation with DOS, the City will review all proposals received as a result of the RFP. Based on the reviews of the Consultant proposals, the City will prepare a list of the top-ranked candidates. The City will organize and conduct interviews of the top-ranked candidate Consultants. DOS may participate in the interview process.

The City of Kingston will only consider proposals that meet satisfactory levels of the above criteria. The City is not required to accept the proposal that includes the lowest fee offer.

The City cannot consider any proposal that does not comply with the RFP Submission Package section of this RFP. Proposals that do not meet these requirements will be deemed as non-responsive and will not be evaluated.

2.1 Required Qualifications

Proposer(s) must demonstrate skills, similar experience, and availability of specialists and professionals on the Consultant team to contribute to the overall project. Preference will be given to firms that have prepared BOA documents for Step 3 and completed SEQR F.G.E.I.S. documents. The award of this project will be based on the firm's experience, references and similar projects, as well as financial proposal.

2.2 Maximum Bid

The cost for the Brownfield Opportunity Area Step 3 project shall not exceed \$430,000 which includes all reimbursable expenses.

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2.3 Proposed Schedule

Contract Start Date.....July 1, 2014
Contract End Date.....March 6, 2016

2.4 Platforms for Deliverables

Word processing product should also be made available to the Committee utilizing Word for Windows. Spreadsheets should be delivered in Excel and any maps should be made available on Mylar originals, on AutoCAD and ArcGIS. The Municipalities and DOS will finalize the format to be provided in the successful proposer's contract after discussion.

*The selected Consultant (s) must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Division of Coastal Resources to the project. The materials must include the following acknowledgment: **"This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund."***

SECTION III - PROPOSAL CONTENT AND CONDITIONS

3.0 General Information

In preparing a proposal for consideration, responding parties should follow the guidelines within this RFP.

Qualifications

In order to be qualified for this award, all prospective Proposer's shall be required to certify within their proposal submissions that they meet the following minimum requirements:

The Consultant must demonstrate skills, similar experience, and availability of specialists and professionals on the Consultant team to contribute to the overall project. Preference will be given to firms that have prepared BOA documents for Step 3 and completed SEQR F.G.E.I.S. documents. The award of this project will be based on the firm's experience, references and similar projects, as well as financial proposal.

Compliance with Laws

The Consultant shall comply with all the provisions of the Laws in the City of Kingston, the County of Ulster, the State of New York, and of the United States of America which affect municipalities and municipal contracts, and provide at his expense, any and all permits, licenses and registrations required for the fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulations, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

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Social Security Taxes

The Consultant for the agreed consideration promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes. The Consultant further promises and agrees to indemnify and hold the City harmless on account of any tax measured by the wages aforesaid of employees of the Consultant assessed against the City under authority of said law.

3.1 Submission of Proposals

All Proposer's shall be required to submit a clearly marked original along with five (5) copies of their proposals to the Office of Economic Development & Strategic Partnerships. One copy of the proposal in digital format (pdf preferred) is also requested, if possible. Proposers shall be required to complete, and include within their RFP Submission, the Non-Collusive Bidding Certification that is on the last page of this solicitation.

The proposal submission should be typed on both sides of 8 ½ " x 11" paper. Pages should be paginated.

Proposals may NOT be submitted in plastic sleeves or spiral binders. Illustrations may be included. All plans are subject to City of Kingston approval. Oversized drawings may be submitted, but must be accompanied by 8 ½ " x 11" sectionals or reductions to 8 ½ " x 11", no telegraphic or facsimile proposals will be accepted. The proposal will be evaluated on the basis of its content, not length.

Value-Added Considerations: Proposers are encouraged to include in their RFP Submissions any relevant services or products that will be provided to the City which may not be referenced to in this specification, but will enhance the value of the service to the City.

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

1. The proposal must include a full description of how the Assignment will be completed along with a schedule detailing when the items will be completed.
2. There must be a description of each staff member or sub Consultant who will be involved with this project and a description of their role in the project. The successful propose may be permitted to substitute staff with the approval of the Department.
3. Proposers should submit a client list including contact name and phone number, and a brief description of similar projects.
4. Budget and expense information must be provided, broken out by task and subtask where possible, which details all costs including personnel expenses, which state the name and title of each individual, assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontracts. Administrative costs for printing, postage and next day mail, photocopying, telephone, printing and other related expenses must be detailed. Travel expenses must be estimated and must conform to guidelines adopted by the Municipalities.
5. Please find addition sheets to be completed and attached at end of RFP document.

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3.2 Conditions Governing Proposals

1. Only those proposals, which contain complete information and are responsive to the RFP, will be considered.
2. Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the Committees attention.
3. The Project Committee reserves the following rights:
 - A. to accept or reject any of all proposals;
 - B. to waive or modify minor irregularities in proposals received;
 - C. to negotiate with proposes, within the proposal requirements, to best serve the interests of the Municipalities;
 - D. to amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
 - E. to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
 - F. to award a contract for any or all parts of a proposal and negotiate with the successful company.
4. By submitting a proposal, the propose agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
5. The Project Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

3.3 Equal Employment Opportunities and Minority and Women-Owned Business Enterprises Participation

The award of this contract is subject to applicable provisions of Federal, State, and local laws and executive orders requiring affirmative action and equal employment opportunity.

The City of Kingston actively supports and encourages equal employment opportunities for minority and women owned business enterprises and encourages Consultants and sub-Consultants to utilize MBE/WBE firms when possible.

The City of Kingston is required to make a good faith effort to meet the goals set forth in the State contract, which is 10% MBE and 10% WBE. These MWBE goals apply when the contractor is procuring goods and/or services and there are MWBE firms available to provide those goods and/or services. To remain in compliance with the MWBE requirements the City and its consultants must:

- Make a good faith effort to meet the MWBE goal.
- Document the good faith effort.
- Submit MWBE Forms C and F on a quarterly basis.

To demonstrate good faith effort, keep records of the following:

- Copies of solicitations of MWBE firms.
- Copies of responses to solicitations.
- Documentation of the specific reasons that the MWBE was not selected.

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- Copies of advertisements issued.
- Description of potential additional subcontracting opportunities available in the primary subcontract.

For more information on the MWBE program and to access the directory of New York State Certified MWBE's, please visit: <http://www.esd.ny.gov/mwbe.html>

3.4 Freedom of Information Law

All RFP submission materials become the property of the City of Kingston.

The Project Committee is subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City and Town.

Portions of the proposals which contain proprietary information, trade secrets or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the Project Committee in writing along with the specific reasons for the exception.

3.5 Notification of Award

The City of Kingston shall retain the right to consider the Proposer's proposals for a period of up to 120 days after the submission deadline; the prices quoted in the Proposer's proposal shall be firm during the consideration period. Currency and Taxes Prices are to be in U.S. Dollars. The City of Kingston is exempt from all sales and use taxes.

Award of contract occurs when a formal contract has been finalized or other evidence of acceptance by the City is provided to the Proposer. A Recommendation of Award does not constitute award of contract. If a contract is awarded, it shall be awarded to the responsive and responsible Proposer whose offer conforming to the Request for Proposal will be most advantageous to the City as set forth in the Evaluation Criteria.

The Project Committee will notify the successful proposer by phone, followed by written confirmation. The Municipalities will notify each proposer whose proposal is rejected in writing.

A contract defining terms and conditions of the parties will be drafted by the Committee with approval from the New York State Department of State. The contract may incorporate any or all of the RFP and as much of the successful proposers final proposal as may be appropriate. The successful proposer must show evidence of adequate insurance coverage.

The City of Kingston reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Proposers are advised that the City of Kingston has the option of selecting the Consultant without conducting discussions or negotiations. Therefore, Proposers should submit their best proposals initially, since discussions or negotiations may not take place.

3.6 Liability

The Project Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. *Further, the Project Committee is not liable for any costs incurred prior to approval of the contract.*

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SECTION IV – CONTRACTUAL INFORMATION

4.0 Contract Term

The contract term will be from July 1, 2014 through March 31, 2016. Once a contract is executed and approved, the Project Committee has the right to cancel it, for cause or convenience, on 30 days written notice, and agrees to pay the company for charges incurred in the performance of the agreement up to the time of cancellation. Both parties must approve changes in schedule in writing.

4.1 Subcontracting

The Consultant may propose subcontracting portions of the responsibilities addressed in its proposal. The proposal must identify any such subContracts(s) and the reason for subcontracting the portion of the contract. The Project Committee reserves the right to review and approve all subContracts. After the contract is awarded, any subcontracts or purchases in excess of \$5,000 must adhere to the following:

1. Subcontracts or purchases that are sole source must include a detailed justification for this type of procurement; and
2. Subcontracts or purchases that are competitively bid must include proposals from at least three qualified firms, and the lowest responsible proposer shall be accepted.

4.2 Reports and Other Deliverable Materials

The successful Consultant must submit the following reports:

- a. Bi-monthly activity reports with a synopsis of progress to date, conformance with schedule, and reasons for variance with the schedule;
- b. Financial reports needed to obtain reimbursement from the New York State Department of State;
- c. Drafts and Final documents: Implementation Plan; Market Analysis Update, SEQR, and FGEIS;
- d. Final Reports

Periodic review of Consultant methods and progress will occur through scheduled meetings, phone conversations and correspondence. The Project Committee reserves the right to review and comment on the Consultant work schedules, data collection efforts and instruments and the conduct of the public input process.

4.3 Payment Process

The City's standard payment term is thirty (30) to sixty (60) days upon receipt of invoice and originally signed voucher after services are performed or goods delivered.

Payment for services performed to the satisfaction of the Project Committee shall be made on a monthly basis in the ordinary course of business upon receipt of duly authenticated invoices and

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vouchers and upon receipt of monthly activity reports. Receipts for all non-personal expenses must be attached as evidence of, among other things, whether a party of a firm other than the Consultant performed the work. Ten (10) percent of the contract amount will be retained for up to 60 days after the final product has been delivered in order to insure full compliance with contract guidelines.

Vouchers or invoices shall detail expenses as follows:

1. Details concerning the staff members assigned to the project, including their titles, hours worked and rate per hour; total amount billed for each staff member; and
2. Allowable administrative and reimbursable (travel, etc.) expenses

4.4 Project Attribution

The City and the Consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the NYS Department of State, Division of Coastal Resources, and the Department of Environmental Conservation, Division of Environmental Remediation to the project. The materials must include the following acknowledgment:

“This (document, report, map, etc.) was prepared for the City of Kingston and the New York State Department of State with state funds provided through the Brownfield Opportunity Areas Program.”

The City and its Consultant must ensure that all materials printed, constructed and/or produced with funding provided by the Brownfield Opportunity Areas program must form a *unified and coherent report and include the components and products described in this work plan*. Submission of pre-existing and stand alone data and reports are not acceptable as substitutes. *All products described in this work plan shall be submitted directly to DOS by the City of Kingston.*

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PLEASE RETURN THE FOLLOWING SHEETS WITH YOUR PROPOSAL

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Information Sheet

NAME OF PROPOSER: _____

ADDRESS: _____

TYPE OF ENTITY: Corp. _____ Partnership _____ Individual _____
LLC _____

If a non publicly owned Corporation: NAME OF CORPORATION: _____

List Principal Stockholders (holding over 5% of outstanding shares) _____

LIST OFFICERS: _____

LIST DIRECTORS: _____

DATE OF ORGANIZATION: _____

If a partnership:

PARTNERS: _____

NAME OF PARTNERSHIP: _____

DATE OF ORGANIZATION: _____

* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.

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Reference Sheet

All Proposers shall be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this RFP. References must have had dealings with the proposer within the last thirty-six (36) months. The City reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the proposer before the actual award of the RFP and/or contract. Completion of the reference form is required.

PROPOSER'S NAME: _____

DATE FILED: _____

Proposer's Address: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

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Affidavit of Non-Collusion

NAME OF RESPONDER: _____

BUSINESS ADDRESS: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, responder or potential responder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position

Print Name & Company Position

Company Name

Date Signed

Federal I.D. Number

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Questions Regarding RFP

SUBMIT ALL QUESTIONS PERTAINING TO THIS RFP
IN WRITING NO LATER THAN 4:00 PM August 1, 2013.

Please use this form and email questions to Gregg Swanzey at gswanzey@kingston-ny.gov all substantive questions will be responded to in the form of an addendum no later than April 18, 2014.

Date:

Company Name:

Contact Name:

Telephone Number:

Fax Number:

E-mail:

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Scoring Matrix for Consultant Ratings by City

Name of Firm			
Criteria	Points	Percentage of Importance	Total
Demonstrated ability to perform the proposed services		35	
Technical merit and applicability of the methodologies , analyses and procedures proposed for accomplishing the project		35	
Ability to complete the project within the time frame described in the RFP		5	
The cost of the work plan as compared with the proposed budget. Proposers must break down each task in the Scope and assign a detail of cost for the action including personnel costs and reimbursable expenses		5	
Quality and clarity of the Proposal and a demonstrated understanding of the project objectives.		5	
Qualifications and relevant experience with respect to the tasks to be performed, including BOA Step 2 and 3 experiences.		10	
Reputation among previous clients.		5	
Name of Reviewer:			TOTAL

Exhibit 1: Map of Study Area

